

****AMENDED – 21 JUN 2004****
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 East McDowell Road, Phoenix, AZ 85008-3495
PHONE (602) 267-2783; DSN 853-2783
WEBSITE: www.az.ngb.army.mil/hro
****TEMPORARY****
TECHNICIAN VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 04-195T

DATE: 14 JUN 2004

CLOSING DATE: 08 JUL 2004

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

MOBILIZATION READINESS OFFICER, GS-0301-12, TC086795000

APPOINTMENT FACTORS: OFFICER (X) WARRANT OFFICER () ENLISTED ()

SALARY RANGE:

\$58,665- \$76,261 PA

SUPERVISORY () MANAGERIAL ()

NON-SUPERVISORY/NON-MANAGERIAL (X)

LOCATION OF POSITION:

DCSOPS, PHOENIX, ARIZONA

AREA OF CONSIDERATION: This position is the Federal/Excepted Civil Service and is open to Federally Recognized Commissioned Officers in the grade of MAJ/0-4 or LTC/0-5 and are members of the Arizona Army National Guard. Individual selected will receive a Temporary Appointment NTE One-year and may be extended an additional year. If a Permanent Technician is selected they will receive the appropriate Temporary Action NTE one-year and may be extended an additional year. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**

NATIONAL GUARD REQUIREMENTS: Excepted employees must wear the uniform prescribed by the Adjutant General. Acceptance of the position constitutes concurrence with this requirement. Once the selection is made, the candidate(s) must be a member of the Arizona (ARMY) National Guard (Any Units Serviced by DCSOPS), qualify for and be placed in the following compatible AFSC/MOS/AOC: 01A

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

KNOWN PROMOTION POTENTIAL: NONE

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Ability to express himself/herself well orally and in writing.
2. Have a knowledge of organization and functions of military units allocated to the State.
3. Be able to meet and deal effectively with the public.
4. Have a good working knowledge of staff relationships.
5. Have a basic knowledge of the functions of local, State and Federal agencies dealing with the public safety and emergency management.
6. Have a basic knowledge of military logistics.
7. Have a basic knowledge of military budget preparation and fiscal administration.
8. Have the ability to plan, organize and assign work to subordinates.

INSTRUCTIONS FOR APPLYING: Individuals who meet the basic qualification requirements (General and Specialized Experience) may apply. **Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment) , or a Resume. OPTIONAL FORM 306 (DECLARATION FOR FEDERAL EMPLOYMENT) IS A REQUIRED FORM. FAILURE TO SUBMIT THIS FORM WILL CAUSE THE APPLICATION TO NOT BE CONSIDERED.** Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-1-R (Military Brief), 335-2-R (Knowledge, Skill and Ability Supplement), and 335-4-R (Applicant Research Questionnaire). Applications will be accepted without the AZNG Forms. However, applications may not receive an adequate evaluation if these forms are not submitted. Applications must arrive in the HRO Office by close of business on closing date shown on announcement. All applicants must be citizens (or owe allegiance to the U.S.). **USE OF GOVERNMENT RESOURCES (FAX, MAIL, ETC.) TO SEND APPLICATIONS IS PROHIBITED AND WILL NOT BE ACCEPTED BY THE HUMAN RESOURCES OFFICE. FAXED APPLICATIONS WILL NOT BE ACCEPTED.** For further information call 267-2783 or DSN 853-2783. **EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must fully substantiate on their application how they meet the requirements listed below in the Specialized Experience area; otherwise applicant will be considered unqualified for this position.

SPECIALIZED EXPERIENCE: Individual must have 36 months experience in work pertaining to emergency planning (alert and mobilization, natural disasters, civil disturbances, etc.), security programs, operation of employment of military resources, or in comparable work directly related to this position.

BRIEF JOB DESCRIPTION: This position is located in the ARNG State Headquarters, Plans, Operations and Training Office (POTO), Mobilization Readiness Branch. The purpose of this position is to direct new and current modernization equipment-systems, incorporate and sustain new doctrine pertaining to mobilization, readiness, force integration, CAPSTONE and Force Structure while simultaneously maintaining current war fighting capabilities. Also serves as Chief of the Mobilization Readiness Branch. Acts as the state point of contract for the ARNG Force Structure Program, the Force Integration Program., Mobilization Program, the Readiness Management System and the Army CAPSTONE Program. Performs detailed comprehensive studies that require innovative work methods, procedures and systems. Develops and implements concepts and procedures for the review, evaluation and analysis of ARNG force readiness. Serves as senior analyst at state HQs for policies, procedures, technical guidance and functions related to the Vertical The Army Authorization Documents System (VTAADS) and the Installation The Army Authorization Documents Systems (ITAADS). Coordinates CAPSTONE alignments and changes with HQs Force Command (FORSCOM), Continental United States Army (CONUSA) and NGB. Organizes and executes techniques and procedures in the operation of the state Mobilization and Deployment Exercise Program. Maintains liaison and coordinates with TAG staff, higher HQs (NGB, FORSCOM, CONUSA) other Major Commands (MAJCOMs), USAR Commands, federal and state agencies and other states as required. Recommends program priorities and expenditures of funds to POTO. Analyzes new authorization documents, identifies conflicts, substantive changes and doctrinal issues. Keeps abreast of operations research system analysis techniques by attending training courses, conferences, reviewing technical literature, etc. May perform the full range of supervisory duties for less than three technical employees (federal, AGR and/or state).

SELECTING SUPERVISOR: COL HUGO SALAZAR